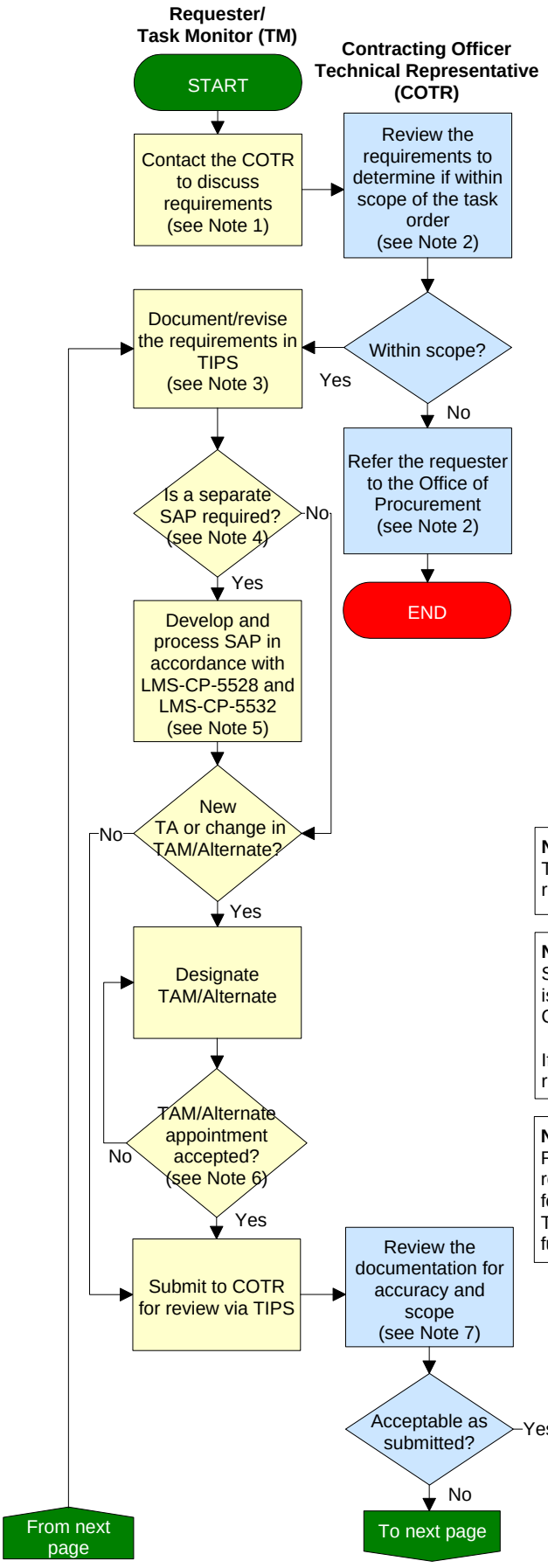
Section 1 - Initiating or Modifying a Task Assignment (TA) Work Request

LMS-CP-5593
Revision: D-1



Section 1 - Initiating or Modifying a Task Assignment (TA) Work Request
Section 2 - Monitoring Existing TA Work Requests
Section 3 - Work Requirements Termination

Objectives:
-to provide an effective mechanism for supporting LaRC researchers
-to ensure that all contractual documents are maintained
-to provide an effective method for issue resolution of task order concerns

Approval Original signed on file
Associate Director for Operations

General Information

The COTR has a delegated responsibility from the Contracting Officer to monitor technical performance on ConITS. However, the Technical Assignment Monitors (TAM) monitor the daily performance of the TA and report to the COTR as necessary. The TAM is appointed by the TAM's organization and must accept a delegation of responsibilities before the appointment is accepted by the COTR.

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:
-Task Assignment Work Request
-Task Assignment Task Plan
-Task Assignment Cost Estimate
-Task Assignment Completion Document
-Quarterly/Semi-Annual/Interim/Final Evaluation

ConITS is a task order that was placed under the GSA Millennia Contract, GS-00T-99-ALD-0209. All work requirements under the LaRC task order are initiated as a Task Assignment (TA) by the requester using the web-based Task Information and Planning System, TIPS (http://tips/tips/login.cfm). TIPS is a ConITS contractor-owned web-based system that is used to administer TAs.

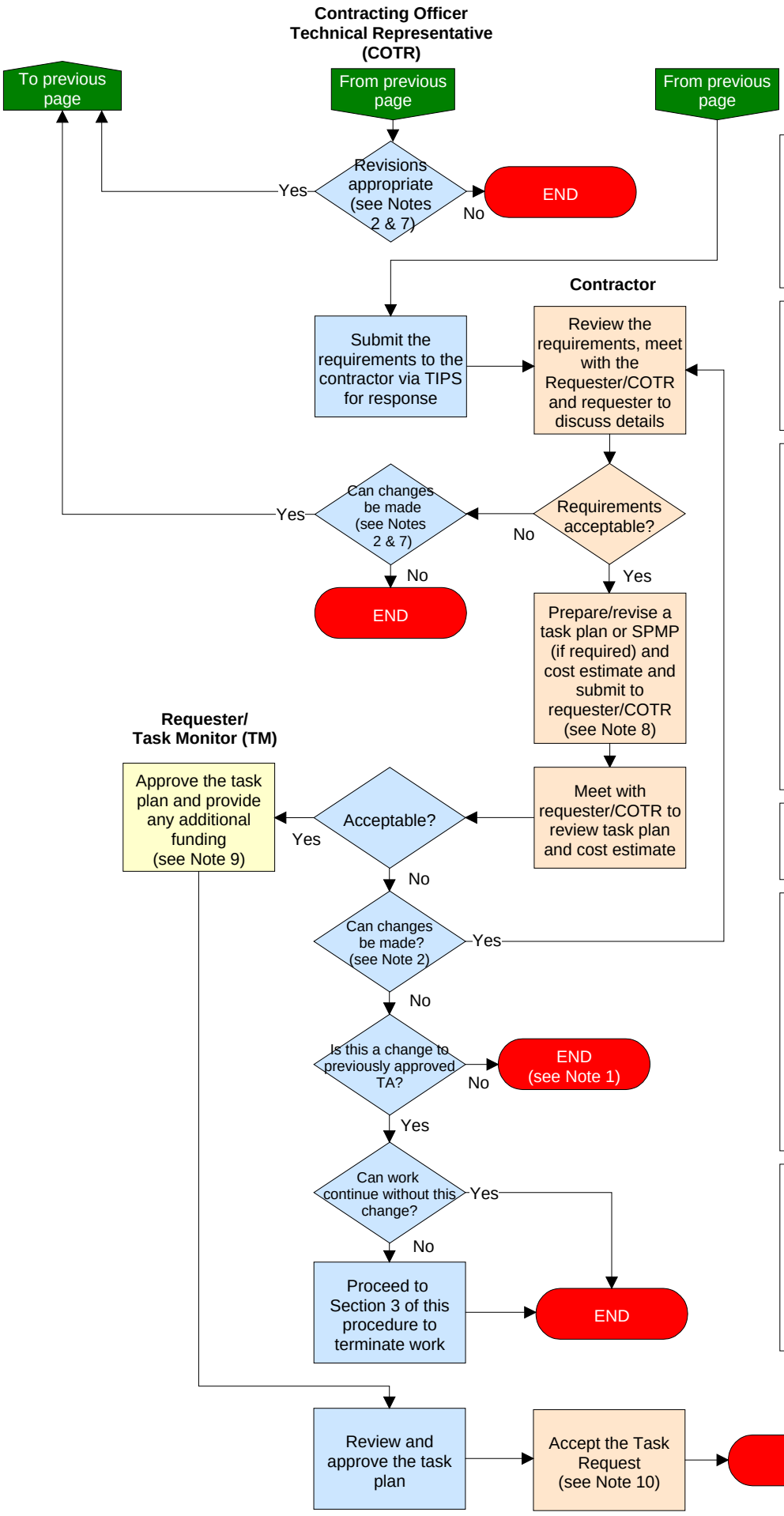
Note 1
The requester may elect to initiate the TA directly into TIPS without first discussing the requirements with the COTR.

Note 2
Scope of the ConITS task order was determined at the time of initial award. The COTR is responsible to ensure that the work requested is only that which is covered by the ConITS task order as currently written.

If the request is for services not covered, or if revisions cannot be made to a current request, the requester is referred to the Office of Procurement.

Note 3
Requirements definition is performed by the requester using TIPS. The work requirements for the TA must be submitted in a Performance-Based Contracting (PBC) format. In addition to fully documenting the technical requirements including metrics in TIPS, the requester must also provide a Government cost estimate for the work and funding for the requested work.

Note 4
The Master TA (SL001) for ConITS provides a basic Software Acquisition Plan (SAP) for Low-Control Level software engineering requirements. If the TAM determines that this basic SAP and Software Project Management Plan (SPMP) is adequate for the requested work, then a separate SAP may not be required. See LMS-CP-5528 and LMS-CP-5532 for additional information. The TAM is responsible for complying with LMS-CP-5528 and LMS-CP-5532.



Note 5
The Software Manager is responsible for generation of the SAP. The Software Manager should be identified in the TA. The TAM may or may not be the Software Manager. If a separate SAP is submitted, then the TAM must include a TA deliverable for the required SPMP.

Note 6
Before a TA can be submitted or the TAM/Alternate changed on a previously approved TA, the TAM (and Alternate TAM, if specified) are required to review and accept the delegated responsibilities.

Note 7
The COTR is responsible for ensuring that the contract documents are complete and accurate and that the scope of work is within contract scope. The COTR has the responsibility of advising the TAM of any changes to the contract documentation which may be necessary to bring the same into compliance.

If the deliverables, schedules, or milestones are not reasonable or acceptable, and negotiations to revise are unsuccessful, the COTR will refer the requester to the Office of Procurement.

If adequate funding for the requested work is not provided, the COTR will contact the TAM and the TA will not be approved until funding is provided.

Note 8
The Task Plan and Cost Estimate must detail the technical approach and full cost estimate.

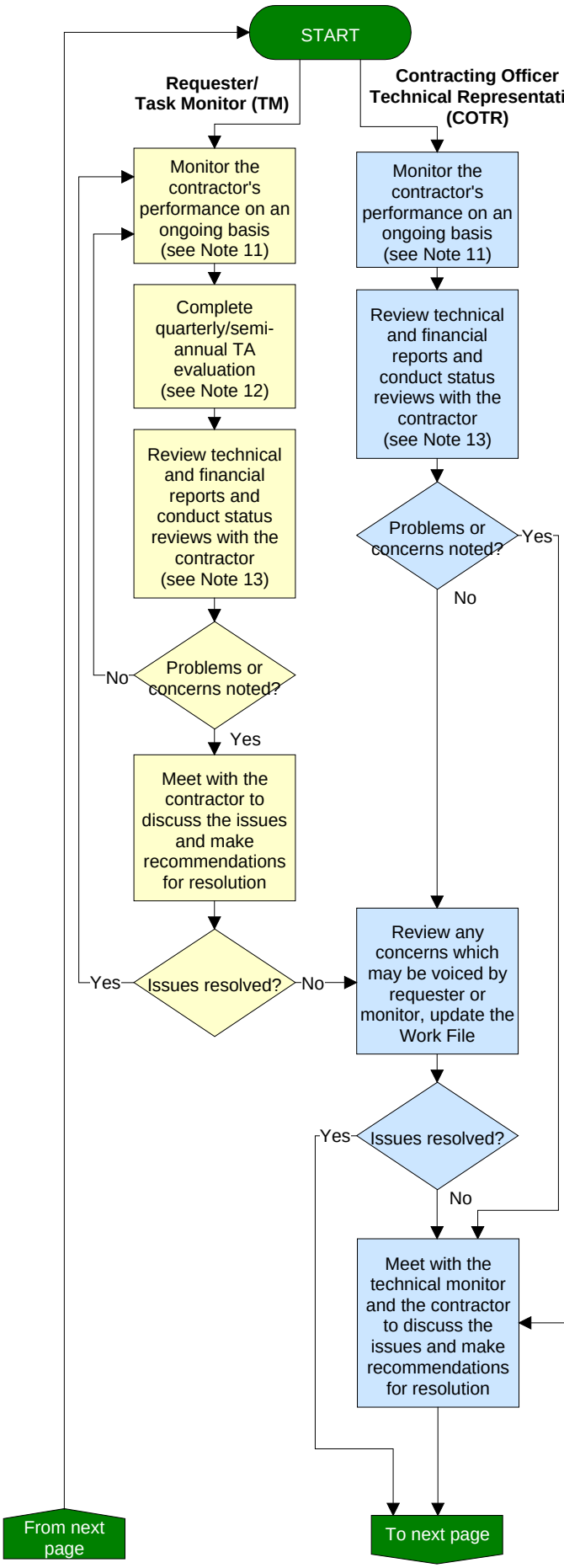
Note 9
Funding may be provided as a single action to cover the entire estimated work or can be funded incrementally.

If the cost estimate exceeds the requester's available funding, it may be necessary to modify or delete requirements.

If the Task Assignment is fully funded using existing resources, additional funding may not be required.

Note 10
The final approval and any updates to the TIPS file represents the official record. The official TA record includes:
-the Task Assignment document which includes the Requirement Definition
-specific metric(s) associated with this task
-the Contractor's Task Plan
-the Contractor's Cost Estimate

Section 2 - Monitoring Existing TA Work Requests



Note 11
Contract monitoring is performed through daily observations of the work areas, discussions and work reviews.

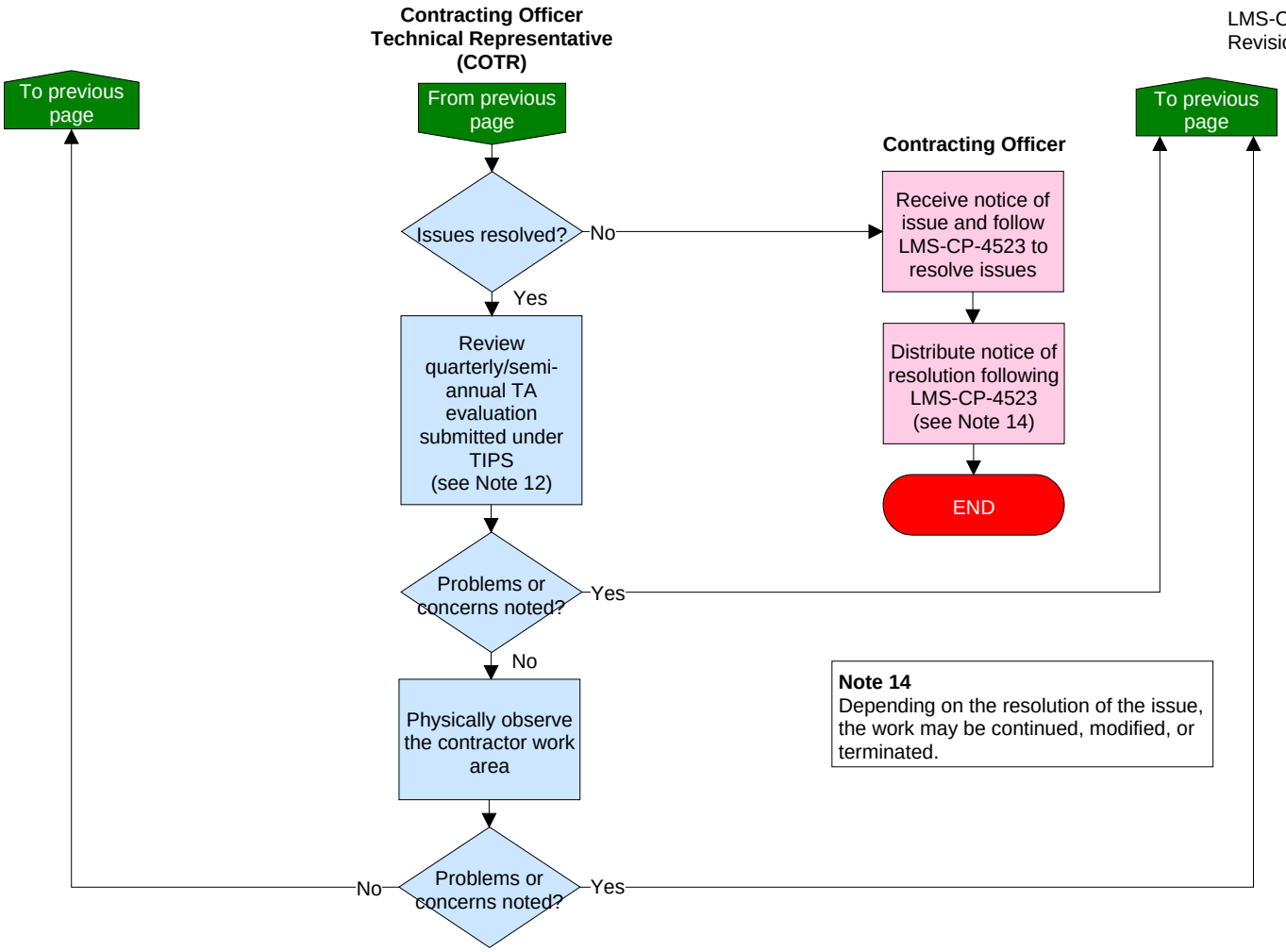
Note 12
The TAM will evaluate each TA based upon defined task performance metrics and customer satisfaction metrics.

The Quarterly/Semi-Annual/Interim Evaluations are filed in TIPS. Any unacceptable evaluation information is discussed with the contractor and the technical monitor. Results of the discussion are noted for the file. The notice to perform the quarterly/semi-annual evaluations are emailed via TIPS automatically to the technical monitor.

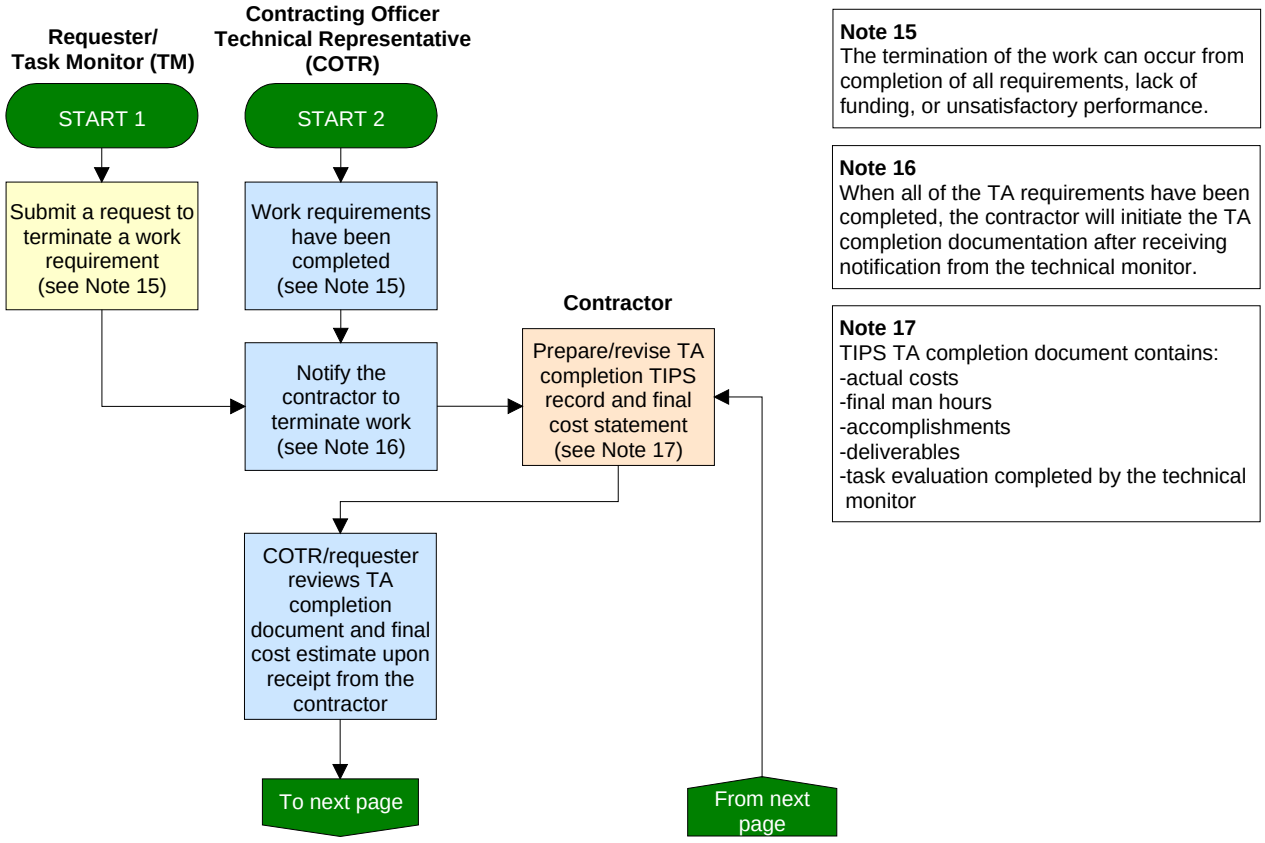
The COTR evaluates the ConITS TA performance. The COTR's semi-annual Award Fee evaluation will be based upon all of the TAM evaluations.

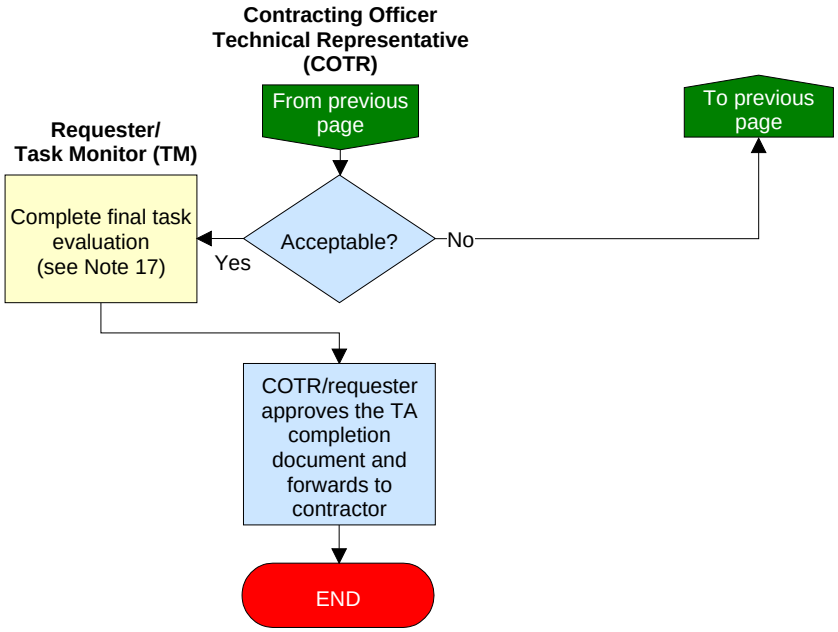
The ConITS overall performance is reviewed semi-annually by the Award Fee Board which makes an assessment of the contractor's performance that results in an award of fee.

Note 13
Both financial and technical reports are posted monthly on TIPS. The TAM will monitor cost performance of the TA by reviewing the full cost financial reports posted on TIPS.



Section 3 - Work Requirements Termination




Contracting Officer Technical Representative (COTR)
From previous page
To previous page
Requester/ Task Monitor (TM)
Complete final task evaluation (see Note 17)
Acceptable?
Yes
No
COTR/requester approves the TA completion document and forwards to contractor
END